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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

March 1, 2004

MEMORANDUM

TO: Michigan Head Start Program Directors

FROM: Lindy Buch, Ph.D., Supervisor
Michigan Department of Education, Early Childhood and Parenting Programs

Nancy Willyard, Director
Head Start – State Collaboration Program
Family Independence Agency

SUBJECT: FY 2004-2005 Michigan School Readiness State Aid Program
Comprehensive Community Needs and Resources Assessment/
Head Start Agency Verification and Collaboration

The Michigan School Readiness Program (MSRP) State Aid Community Needs and Resources Assessment (CNRA) for FY 2004-2005 will be completed on-line using the Michigan Electronic Grants System (MEGS). Michigan School Readiness Program administrators will no longer contact Michigan Head Start program directors for Head Start agency verification and collaboration projections of the need for Head Start services in respective school districts/public school academies (PSAs).

Head Start agency directors are now requested to report electronically through the MEGS. The number of spaces filled by four-year-old children residing within each school district, funded and served with federal Head Start funding, will “drop-in” to the MSRP CNRA. A zero will be entered for districts/PSAs whose Head Start agencies do not access the MEGS to complete the necessary report for each district/PSA served. The purpose of the MSRP is to provide high quality preschool experiences to at-risk four-year-old children who do not qualify for services from Head Start or any other state or federally-funded programs. Head Start agencies that report the number of children receiving Head Start services in each school district/PSA will ensure that the school districts/PSAs are not awarded funds to serve more than the number of children who are eligible for the MSRP.

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A Michigan Education Information System (MEIS) account number is required to access the MEGS and to complete the Head Start Agency Verification and Collaboration information. A MEGS Security Authorization form MUST be completed by the chief operating officer and faxed to the Michigan Department of Education. The web site for that form including instructions is located at: <http://www.michigan.gov/mde/> (click Grants, then look under “Resources & Related Info”). If you already have access to MEGS, a new Security Authorization form is NOT required. The MEGS login web site is located at: <http://megs.mde.state.mi.us/megs>. If you have any problems in accessing MEGS or in completing the Head Start form, please call Early Childhood and Parenting Programs at (517) 373-8483.

Head Start data must be entered into the MEGS by March 22nd to ensure that the numbers will “drop-in” to the appropriate CNRA before school district/PSA MSRPs begin their portion of the CNRA process. If you need assistance, please call the Early Childhood and Parenting Programs office at (517) 373-8483.